



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Eras, Chairman

JULY 12, 2012

REVISED

#69-12

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES- SENIOR CENTER

JOB TITLE: NATIVE AMERICAN CAREGIVER

SALARY: \$10.00 PER HOUR

SUPERVISED BY: SENIOR CENTER MANAGER

CLOSING DATE: OPEN UNTIL FILLED

INTRODUCTION: The Native American Caregiver Coordinator is directly supervised by the Senior Center Supervisor and is responsible for the development of information and services to Native American Caregivers as described in the Native American Caregiver Program narrative.

DUTIES AND RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

Develop information on counseling, support groups, training, adult day care services, and supplemental services provided under grant's scope of work. Develop public service announcements (PSA), and written articles on Caregiver services.

Develop linkages with tribal, federal, state and county service agencies, which provide services to Native American Elderly. Develop information on eligibility requirements, necessary documentation, funding or services thresholds and limitations, application process, contact person for tribal, federal, state and county service agencies, which provide services to Native American Elderly. Assist in follow-up to ensure that Caregivers have successfully accessed services.

Provide advice, guidance and instruction about options and methods for providing support to caregivers in an individual or group setting. Assist support groups by coordinating logistics in terms of identifying a meeting place, helping to develop an agenda, assisting with transportation and assisting with notification to support group members of time, date and location of meetings.

Arrange trainings related to issues concerning caregivers of older Native American. Identify trainings scheduled throughout the years and will make these trainings and dates known to the

caregivers of older Native Americans through the information dissemination program component.

Will develop and implement activities (arts, crafts, board games, bingo, etc.) at the Senior Center and activities away from the Senior Center that incorporate participation with the general population at the senior center and are appropriate for the level of function for the individual participating in the adult day care respite program.

May perform other duties and/or assignments as directed within the scope of program activities.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major in a health or social science field, or an Associate Degree with emphasis on health or social sciences and two years' experience coordinating information for dissemination and scheduling activities for special population, or a high school diploma or GED and four years' experience coordinating information for dissemination and scheduling activities for special population.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must be well organized and require minimum supervision, must be able to organize and schedule activities. Must be able to collect information and present in a format for public dissemination. Must be able to present information effectively to large and small groups. Must be culturally sensitive to Native American issues particularly related to elder issues on health, health services and caregiver issues. Must have good driving record and valid driver's license.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.